



COMMUNITY DEVELOPMENT RESOURCE AGENCY

Engineering and Surveying Department

Parcel Map Submittal Checklist

The Parcel Map submittal package must include the items listed below:

1. Map Checking Deposit* (\$1,400 plus \$25 for each parcel)**
2. 3 Copies of the Map
3. Complete set of closure calculations.
4. Legible copies of all deeds and maps needed for resolution of the boundary (vesting deed, adjoiner's deeds and maps etc.)
5. Legible copies of all maps needed for boundary resolution that are not Placer County Official Records (Unrecorded Surveys, Railroad Maps, Highway RW Maps , etc.)
6. Current Title Report or Parcel Map Guarantee (Issued within the last six months).
7. Permit owner's current contact information (mailing address, e-mail address and phone numbers.)

The 20-day checking period will not begin until all will serve letters and other required documents are submitted to Engineering and Surveying Department. The following items must be submitted if required by the Final Conditions Of Approval:

- Offer of Dedication and/or Report on Minor Subdivision or Waiver Document. (Signed and notarized original)
- Road Maintenance Agreement
- Complete Road Requirements: (Construct or Bond).
- Obtain Encroachment Permit and Construct or Bond.
- Improvement Plans.
- Any required Dedication Deeds.
- Grading Permit.
- Tree Survey.
- Will Serve Letters from Utility Companies (refer to Final Conditions Of Approval)
- To obtain CDF Will Serve letter please contact Placer County Fire Protection Planner Bob Eicholtz at (530) 745-3574 or Brad Albertazzi at (530) 745-3575
- Complete Fire Protection Facilities.
- Health Department Memo, issued by the Health Department after all Health Department Conditions have been met. (call (530)-745-2300 for info.)

Your Parcel Map will be reviewed, but will not be recorded without completing the items listed below:

- High School Will Serve Letter.
- Elementary School Will Serve Letter.
- Park and Recreation Fees, paid to the Planning Department.
- The Tax Certification must not be completed until your map is near recordation. Your Surveyor/Engineer will be advised when to begin the Tax Certification Process.

** Current fee effective March 22, 2008

* Final cost of Parcel Map Review depends on actual time involved in checking process.